



Dear Applicant,

Thank you for signing up for an appointment for notarial services at the U.S. Consular Section in Pristina.

Preparation for a Notary Appointment

- **Bring a valid government-issued photo ID (passport, U.S. state driver's license, or military card)**
- **Make sure you understand your document. We are not allowed to explain the contents to you or notarize a document that you do not understand.**
- **Please complete the document with the appropriate names, places, and dates before you arrive. Do not sign the form. You will sign it at the Embassy in front of a Consular Officer. Please note we cannot notarize blank documents.**
- **Please mark the pages where you and the notary need to sign. The Consular staff cannot advise you in any way on what is required of you for your documents.**
- **Pay the fee: \$50 PER notary seal in the document. All fees are payable in U.S. dollars or EURO at the Embassy's exchange rate. A combination of U.S. dollars and EURO cannot be accepted.**
- **If your document requires the presence of witnesses in addition to the notarization, you are responsible for providing these witnesses. Please include their names on your appointment request or they will not be granted entry to the office. Consular staff is prohibited from serving as witnesses.**

Authenticating Documents Issued in Kosovo

The primary purpose of an authentication, which is a governmental act by a U.S. consular officer, is to certify the official seal, signature and/ or authority of foreign officials who perform an official act with regard to a document that is to be used in the United States.

Please contact [Kosovo Ministry of Foreign Affairs / Consular Department](#) to check if your document can be authenticated, before scheduling an appointment with U.S. Embassy Pristina. Only authentication requests for originally signed documents from key Department of Foreign Affairs officials will be authenticated.

Authenticating Documents Issued in the USA

The U.S. Embassy CANNOT, by law, under any circumstances, authenticate a document issued in the United States. This includes birth certificates, marriage licenses, divorce decrees, educational records, driver's licenses and etc., regardless of whether the documents have already been notarized in the United States. Under the Hague Convention on Legalization of Foreign Public Documents, an "Apostille" by a U.S. clerk of court of a State Secretary or State certifies authenticity of a U.S. document.

If you have a document that needs to be authenticated for use in a country where the Apostille Convention is not in force, like Kosovo, the U.S. Department of State [Authentications Office](#) has useful information on its website about the process.

Tips for smooth visit at the Consular Section

When visiting the Embassy, please remember not to bring mobile phones or any electronic devices (such as Blackberries, iPods, or PDAs), also food/drinks, medicine, cosmetic products, as they are not allowed within the Embassy.

We also strongly advise that you do not bring large bags, such as backpacks, suitcases to the US Embassy as they are subject to inspection and can delay your entry inside the Consular Section.

We encourage all U.S. citizens to register with the embassy in order to obtain updated information on local travel and security. To register your visit with the US Embassy in Pristina, please visit: <https://step.state.gov>

Hope you will find this information helpful.

Best regards,
American Citizen Services
Consular Section
United States Embassy Pristina